



Play, Learn & Grow Together

Llangyfelach Primary School
Pengors Road, Llangyfelach, Swansea SA5 7JE

Headteacher: Mr Lee Burnell

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LPS Visitor Information

The signage displayed in this foyer is for the safety and wellbeing of our children, staff, parents and you as visitors at LPS.

By signing the visitor book you are agreeing to the information and procedures displayed here, before entering our premises.

Therefore, please read all information carefully.

General Information:

- All visitors are to report to main office, sign the visitors' book and wear a visitor lanyard at all times.
- All supply staff and visitors are to read the LPS Staff Handbook on the school website.
- All contractors and service providers must provide valid ID and are to meet the premises manager before entering the building.

Evacuation Information:

- Never open the door to anyone; this is a responsibility of staff only!
- In the event of an emergency evacuation – please follow the fire escape route as displayed around the school to your nearest exit and proceed to the assembly point – situated on the **Top Yard**.
- **DO NOT** re-enter the school building until instructed.
- The Fire Panel is in the main office.

Wellbeing Information:

- Any illness, injury or accident must be reported to the main office.
- If you feel you need to make an official complaint please contact the main office, they will direct you to the Complaints Policy which is located on the school website.

Operating Hours:

- The school premises are open between the hours of 7am and 7pm Monday to Friday.
- The school runs a breakfast club from 7.30am daily.
- The school runs a Wraparound Provision which closes at 5:30pm.